



SSHRC Explore Grant *Guidelines*

1. Introduction

Funding for the SSHRC Explore Grant is made available through the annual SSHRC Institutional Grant Fund (SIG). The value of this annual grant is based on the University of Regina's performance in SSHRC's research grants programs and the number of university faculty members who are eligible for SSHRC funding.

If you receive a SSHRC Explore Grant, you have your University of Regina colleagues to thank for their efforts to receive SSHRC external funding. If they hadn't applied externally and been successful, these resources would not be available.

Please support your colleagues by applying externally for other SSHRC opportunities so that we can continue to have this resource available to our research community.

The SSHRC Explore Grant awards:

- Support social sciences and humanities researchers with modest research funding requirements at any stage of their career;
- Allow for small-scaler innovation and experimentation by providing funding to develop a research project or to conduct pilot work; and
- Enable researchers to hire students at any level to participate in their research projects, thereby contributing to the students' professional development.

2. Eligibility - Applicants

- Academic faculty members in permanent and probationary appointments and postdoctoral fellows are eligible to apply.
- Priority will be given to 2025 SSHRC Cohort participants and emerging scholars (e.g. pre-tenure).
- Cannot currently be holding internal funding awarded by the Vice-President (Research) e.g. VPR Discretionary funding.
- Awards are limited to 1 every 3 years.
- Only **one** application as principal investigator may be submitted.

3. Eligibility – Research Projects

- Projects must fall under SSHRC subject matter eligibility.
- Small-scale, early-stage research/creation projects. Funding maximum is **\$7,000**. Projects must be completed in 2 years. Activities could include undertaking pilot studies, collecting and analyzing initial data, validating new methodologies or approaches, or developing new partnerships, etc.



- Projects must support the development of a larger scale research program which will be developed into a SSHRC grant application within three (3) years of the end of the SIG award.

4. Application Procedures

Deadline is May 15 at 11:59 pm.

If the deadline falls on a weekend or holiday, the deadline is extended to the next business day.

Application forms are available on the Office of Research Services website:

<https://www.uregina.ca/research/ors/internal-funding/seed-and-sshrc-explore-grant.html>

Submit to: research.services@uregina.ca. Applications must include:

- 1) **Application Form**, including the **Budget** table.
- 2) **Current CV**. The CV must be in a format accepted by SSHRC. For example, Canadian Common CV or SSHRC Web CV and Research Contributions.

5. Consideration of Applications

Applications will receive an administrative review by the Office of Research Services upon submission. Incomplete applications will be flagged, and applicants will be given an opportunity to provide missing information. Any additional information provided beyond that requested will be removed and will not be shared with the review committee. Only complete applications will be forwarded for consideration in the competition.

The administrative review includes evaluation of the eligibility of proposed expenses. Ineligible expenses will be removed from the budget.

Applications are considered by a multi-disciplinary review committee appointed by the Vice-President (Research). Applications should be written as clearly as possible to persuade both specialists and generalists alike.

The following criteria and scoring scheme will be used to evaluate Explore Grant applications. The criteria are similar to those evaluated in the SSHRC [Insight Development Grants](#) program with weighting adjusted to include an additional internal consideration for linkage to future SSHRC grant.

Challenge – The aim and importance of the endeavour (40%):

- Originality, significance and expected contribution to knowledge
- Appropriateness of the theoretical approach or framework
- Appropriateness of the methods/approach
- Quality of training and mentoring to be provided to students and HQP
- Potential for the results to have influence and impact within and/or beyond the social sciences and humanities research community



Feasibility – The plan to achieve excellence (20%):

- Appropriateness of the proposed timeline and probability that the objectives will be met
- Expertise of the applicant in relation to the proposed project
- Appropriateness of the requested budget, justification of proposed costs
- Quality and appropriateness of knowledge mobilization plans
- Indications of other planned resources including leveraging of cash and in-kind support from other sources

Capability – The expertise to succeed (20%):

- Quality, quantity, and significance of past experience and published and/or creative output
- Evidence of past knowledge mobilization activities
- Quality and quantity of past contributions to the development of training and mentoring students and HQP

Linkage to Future SSHRC Application (20%):

- Appropriateness of the proposed Explore Grant project to contribute to the development of a future application to an external SSHRC competition
- Indications of how the proposed Explore Grant project and the future external SSHRC grant tie into the applicant's recent and ongoing research activities

Priority for funding is given to applicants in the following order:

1. 2025 SSHRC Cohort participants.
2. Emerging scholars (pre-tenure faculty without external funding).
3. Established scholars (tenured faculty, pre-tenure faculty holding external funding).
4. Postdoctoral fellows.

6. Administration of Funds

The Office of Research Services will notify applicants about the results of their applications. A research account will be created for each award. The use of funds must align with the budget submitted and conform to the University of Regina policies and procedures (www.uregina.ca/policy/) and the Tri-Agency Financial Administration Guide ([NSERC - Inter-Agency, Tri-Agency Financial Administration, Tri-Agency Guide on Financial Administration \(nserc-crsng.gc.ca\)](http://nserc-crsng.gc.ca)). All financial claims against the account (i.e., payroll, travel, purchase requisitions, etc.) must be signed for by the recipient of the award and approved by the appropriate Department or Dean. Overspending is not permitted on these accounts. Overspent accounts become the personal responsibility of the account holder.

7. Research Certifications



An award may be conditionally granted pending receipt of approval from the appropriate committee where the research involves humans, animals, biohazards, radiation, etc. An applicant has three (3) months from notification of a conditional award to submit an application to the appropriate committee.

Awards will not be placed in an account until all required certifications have been obtained.

8. Length of the Award

The funds may be used for the period of the grant, or two years. **Extensions to the award term are not typically approved.** Please note at the end of the term, residual funding will be automatically returned to the funding source.

9. Reporting

Recipients of grants will complete a report for each award and submit it to the Office of Research Services within 3 months of the end date of the award. These reports are to describe the substantive results of the research for which the grant was made. Information from these reports may be used when compiling reporting for external funders, such as the SSHRC Institutional Grant, and internal purposes.

Subsequent applications to this funding program will not be accepted until a report has been received.

10. Acknowledgement

Please acknowledge the support provided through the University of Regina SSHRC Institutional Grant (SIG) in any publication. The following wording is suggested: *This research has been supported by a Social Sciences and Humanities Research Council of Canada Explore Grant.*